

**SECRET**

Approved For Release 2002/06/04 : CIA-RDP78-04789A000100030066-2

29 SEP 1967

MEMORANDUM FOR: Executive Director-Comptroller

ATTENTION : Administrative Officer, O/DCI

SUBJECT : Changes in the Critical Key Employee List for Official  
Home-Area-to-Work Transportation During Snow  
Emergencies

REFERENCES : (a) Memo dtd 14 Oct 66 to Ex. Dir. -Compt. fm DD/S,  
subject: Designation of Critical Key Employees  
for Official Home-to-Work Transportation During  
Snow Emergencies

(b) Memo dtd 10 Nov 66 to DD/S fm Ex. Dir. -Compt.,  
same subject as Ref (a)

1. Reference (a) requested a listing of designated critical key officials and employees in the Office of the Director who should be furnished official home-area-to-work transportation during snow emergencies when private and public transportation is at a standstill. Reference (b) provided the requested information. In order that the list of names and addresses attached to Reference (b) may be brought up to date, it is suggested that desired personnel changes be forwarded to this Office for inclusion in updating the overall Snow Emergency Plan. Any change in the official designated to act as single point-of-contact on problems concerning implementation of the emergency plan also would be appreciated.

2. I have forwarded similar memoranda to the designated single point-of-contact in the Offices of the Deputy Directors. When all replies are received, we will develop changes in the previously distributed listings of emergency pickup points, times, and routes as required, and you will be advised accordingly. Due to equipment and manpower limitations, emergency transportation can only be provided for a small cadre force when private and public transportation is at a standstill.

3. Your early reply will be appreciated.

Signed:

*for* George E. Meloon  
Director of Logistics

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**Distribution:**

Orig. & 1 - Addressee

1 - OL/PS (Official)

1 - OL/LSD

1 - OL File

1 - D/L Chrono

OL/PS/TPB: [REDACTED] (12 Sept 67)

Retyped: O-EO/OL:kms/3491 (27 Sept 67)

*[Handwritten signature]*

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